



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



December 9, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**REQUEST TO AUTHORIZE THE PURCHASING AGENT TO ISSUE
CONFIRMING PURCHASE ORDERS TO VARIOUS VENDORS TO ALLOW
THE SHERIFF'S DEPARTMENT TO PROCESS PAYMENT ON
OUTSTANDING INVOICES FOR VARIOUS SERVICES AND SUPPLY ORDERS
(ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Purchasing Agent to issue a confirming purchase order to Orion Electronics, in the sum of \$9,684.25 to permit the Sheriff's Department to pay for an upgrade to existing Global Positioning System (GPS) tracking equipment received May 27, 2003, for Major Crimes Bureau.
2. Authorize the Purchasing Agent to issue a confirming purchase order to Honeywell Corporation, in the sum of \$7,034.99 to permit the Sheriff's Department to pay for a fuel control system received in August 2001, for Aero Bureau.
3. Authorize the Purchasing Agent to issue a confirming purchase order to Long Beach Uniform Co., Inc., in the sum of \$22,211.82 to permit the Sheriff's Department to pay for American Body Armor protective vests received in June 2003, for Operations Bureau.

A Tradition of Service

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommended action is to enable the Sheriff's Department to pay outstanding invoices totaling \$38,931.06. Board approval is required, as each invoice represents a purchase for services and/or supplies requested and received by Sheriff's Department personnel in violation of the County's purchasing guidelines.

The specific circumstances of each violation are as follows:

Orion Electronics

This violation was discovered by the Sheriff's Department's accounts payable staff, as a result of newly implemented internal controls.

Orion Electronics offered to upgrade existing obsolete GPS tracking equipment for the Department's Major Crimes Bureau at a significantly discounted rate. The total cost for the upgraded equipment after rebates was \$9,684.25. The same equipment purchased through other available vendors would have cost \$18,000 to \$20,000.

The Chief of Detective Division acknowledges that the request to purchase should have been directed to the Internal Services Department, and that the Division's internal checks and balances did not identify that this purchase was made out of policy. The personnel involved have since received training by the Department's Purchasing Compliance Unit staff. An administrative investigation, regarding this incident, has been opened, case #2098938.

Honeywell Corporation

This violation was discovered by the Sheriff's Department's accounts payable staff, as a result of newly implemented internal controls.

The Aero Bureau engaged Honeywell Corporation to repair a fuel control system after three bids were solicited. Aero Bureau records indicate that the invoice for this service was forwarded to Fiscal Administration for payment in January 2002. However, Fiscal Administration has no record of receiving the invoice, and made no payment.

In July 2003, Honeywell Corporation contacted Fiscal Administration to inquire about payment on the overdue invoice. Fiscal Administration began researching the non-payment and discovered the purchase was made in violation of County fiscal policy.

The purchasing representative for Aero Bureau and the Office of Homeland Security have since received training regarding the Department's limit in delegated purchasing authority. An administrative investigation, regarding this incident, has been opened, case #2094735.

Long Beach Uniform Co., Inc.

This violation was discovered by the Sheriff's Department's accounts payable staff, as a result of newly implemented internal controls.

The Operations Bureau's purchasing representative ordered the protective vests under the mistaken belief that all items sold by Long Beach Uniform were under agreement. When in fact, these special protective vests were not under agreement. Due to the custom nature of these vests they could not be returned.

The purchasing representative involved has been briefed on the specific items under agreement with Long Beach Uniform, and how to utilize the Internal Services Department's website and help desk to determine if an item is on agreement. An administrative investigation, regarding this incident, has been opened, case #2094736

These violations were discovered as part of our continuing effort to review and audit all purchases for compliance with County Purchasing Guidelines. Purchasing Violations have been issued and investigations are pending on each of these violations. Appropriate discipline will be rendered upon the conclusion of these investigations. It remains our steadfast commitment to be in full compliance with all policies and protocols relating to purchasing.

Implementation of Strategic Plan Goals

The proposed recommendation supports the County's and the Department's Strategic Plan for Service Excellence by providing the public with service that is beneficial and responsive.

FISCAL IMPACT/FINANCING

Funding in the amount of \$38,931.06 has been allocated in the Sheriff's Department Fiscal Year 2003-2004 budget.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

The invoices totaling \$38,931.06 are currently up to or more than sixty days (60) past due. The vendors acted in good faith on orders believed to be valid.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of this action will allow the Sheriff's Department to effectuate the payment for goods and services that have been received.

Failure to approve this request may subject the Sheriff's Department to litigation, and may negatively impact the Sheriff's Department's relationship with these vendors.

CONCLUSION

Upon approval by the Board of Supervisors, it is requested that the Executive Office-Clerk of the Board return adopted copies of this letter to:

- 1 Los Angeles County Sheriff's Department
 4700 Ramona Boulevard
 Monterey Park, California 91754
 Attention: Patricia A. Hawkins, Director, Fiscal Administration

2. Internal Services Department
 Purchasing Division
 1100 N. Easter Ave., Room 102
 Los Angeles, California 90063
 Attention: Joe Sandoval, Division Manager

Respectfully Submitted,


LEROY D. BACA
SHERIFF